

F. SCOTT FITZGERALD THEATRE

RENTAL DATES, CONTRACTS & PRODUCTION ADMINISTRATION

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Office hours vary – Theatre tours by appointment

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Office hours vary – Theatre tours by appointment

THEATRE FACILITY BASIC FACTS

The F. Scott Fitzgerald Theatre is owned by the City of Rockville and operated by the Department of Recreation and Parks.

Our Theatre is the perfect venue for events such as plays, musicals, dance, concerts, award ceremonies, seminars or your unique event.

The F. Scott Fitzgerald Theatre rental area consists of:

- **A 446-seat Theatre** with a proscenium thrust stage that is 40' wide x 30' deep plus an orchestra pit area in front of the stage that can be used for musicians or be covered by a stage extension/thrust installed at stage level, at a level two steps down, or at house floor level.
- **An oversized Lobby** that includes access to the Box Office, standing room for 200 to mingle, restrooms, and a built-in concession counter and support area with a sink and refrigerator.
- **A backstage area** that includes a "green room" and two dressing rooms each with their own restrooms.

Note: Our Theatre does not have a fly system.

Renting the F. Scott Fitzgerald Theatre includes:

- Access to Box Office services. The fee is based on a per ticket charge of \$3
- for regular sales or \$.75 for printed complementary tickets used by the renting organization.
- One Theatre technician on site throughout all contracted hours to provide support for your event. Additional technicians are available for a fee.
- One Theatre House Manager for front of house during performance times.

A large Social Hall on the lower level of the building is available as an additional rental if needed for extra rehearsal space, a break out space, an extended cast dressing area or for a reception to follow your Theatre event. Note: This area also currently serves as the public ADA pass through to the Theatre elevator.

FYI: Depending on the date and time and your needs, some rental periods may have restricted stage/backstage access that may only include:

- Half stage (40 feet wide by 15 feet deep). The mid-stage black curtain would be drawn to conceal stage sets and the cyclorama.
- Only one of the two dressing rooms may be available.

RENTAL RATES

- Rental fees are established per a fiscal year calendar starting July 1st and ending June 30th.
- Rental fees are based on an hourly rate with a 4-hour minimum. (Note: the average rental is 6 to 8 hours.) Rental time must include: load in, tech time for sound and lights, rehearsal, event, clean up, removal of props, set, costumes, and any other event related equipment.
- Rental fees are established per the following categories
 - Rockville Public (501C3 & business office in City of Rockville)
 - Rockville Private (tax paying resident within the City limits)
 - Non- Rockville Public (501C3)
 - Non-Rockville Private

F. Scott Fitzgerald Theatre & Social Hall INFORMATION continued

- RENTAL RATES July 1, 2012 – June 30, 2013
Category- hourly rate (4-hour minimum)

	Mon- Th.	Fri., Sat. until 5, Sun.	after 5p.m. Sat.
Non-Rockville Private	\$231	\$377	\$438
Rockville Private	\$201	\$322	\$377
Non-Rockville Public	\$176	\$286	\$334

HOLD POLICY

After discussions with Civic Center staff to ensure that a specific rental block of time is available and will meet your event needs, the F. Scott Fitzgerald Theatre will hold a date on a first come first served basis for 4 business days. Upon request within those same days a contract will be sent to you. You will have 10 business days to review the contract, request any modifications, sign and return the agreement with down payment.

SECURING A DATE

A signed contract accompanied by a down payment of \$750 will secure a date on the F. Scott Fitzgerald Theatre calendar. There is a \$200 change of date fee.

CONTRACTING POLICIES

Contracts for events at the F. Scott Fitzgerald Theatre and Social Hall may be booked up to 15 months in advance by non-Rockville organizations or residents and up to 18 months in advance by Rockville businesses or residents.

A Rockville business is any organization located with an active operating office address within the corporate City of Rockville limits. An individual who lives in or who owns property within the corporate limits of the City of Rockville and is paying taxes to the City of Rockville is a resident. Please note not all Rockville mailing addresses are within the corporate limits of the City of Rockville.

A contract for event use of the F. Scott Fitzgerald Theatre includes exclusive use of the Theatre, access to Box Office services for ticket sales, a Rockville technician throughout your time in the Theatre, and a house manager during performance(s).

All renters must adhere to all Theatre House rules and regulations including insurance and food/alcohol permits

INSURANCE

All users must obtain and maintain liability insurance from an A+ rated carrier (by A.M. Best) licensed to do business in the State of Maryland, at their own expense, for the mutual benefit of both the user and the City. The user shall obtain and keep in full force and effect, at user's sole cost, for the mutual benefit of the City and the user, comprehensive broadform general public liability insurance against claims and liability for personal injury, death or property damage arising from the use (including the event and all related activities), providing protection of at least one million dollars (\$1,000,000) for bodily injury or death for any one person; at least one million (\$1,000,000) for any one accident or occurrence and at least one million dollars (\$1,000,000) for property damage. The policy must specify no deductible and include a provision for volunteer accident coverage.

The policy shall add as insured, by endorsement, the City of Rockville and its elected and appointed officials, officers, employees, agents, and representatives. The policy shall also contain language to the effect that: (1) the insurer waives the right of subrogation against the City and the City's elected and appointed officials, officers, employees, agents, and representatives; and (2) the policy is primary and non-contributing with any insurance that

maybe carried by the City; and (3) the policy cannot be cancelled or materially changed without thirty (30) days notice by the insurer to the City by certified mail to: Safety and Risk Manager, City of Rockville, 111 Maryland Avenue, Rockville, Maryland 20850.

User shall furnish a copy of said insurance policy or certificate of insurance to the Civic Center no later than thirty (30) days prior to the event, and shall maintain such insurance throughout the period during which the event and related activities occur. The language for the Certificate of Insurance shall state as follows: **The City of Rockville, its elected and appointed officials, employees and volunteers are included as insured. This coverage shall be primary and City insurance shall not be contributory. There shall be no subrogation against the City. No cancellation or material change shall be made without thirty (30) days written notice to the City by certified mail.**

Certificates are subject to review and approval by the Safety and Risk Manager for the City of Rockville.

Failure to provide proof of adequate insurance will result in cancellation of the user's contract and retention of the entire facility rental fee.

CONCESSIONS

Provision and supervision of concessions in the Lobby for audience members or participants is the sole responsibility of the Theatre user group. The following rules apply:

- Concessions must be overseen by an adult.
- Appropriate handling of the food and beverages for public consumption must be provided.

Appropriate food and/or alcohol permits from Montgomery County must be obtained by the user group

ALCOHOL PERMITS

- For all events held free of charge for participants where alcohol is provided as an optional beverage served at an open bar, no alcohol license is required.
- For all events where there is a price for admission and alcohol is made available at no additional charge on site or if the event hosts a sale of alcohol at a cash bar, an alcohol license is required through Montgomery County.
- Requests for alcohol permits must be made at least 30 days prior to the event date. Please contact:
Montgomery County Department of Liquor Control located at 16550 Crabbs Branch Way, Rockville, MD.
20855 Phone 240-777-1999 For
more information check out www.montgomerycountymd.gov/dlc

FOOD LICENSE APPLICATION RESPONSIBILITY

- Events attended by invitation only – not open to the public- do not need a Special Food Service License.
- A Special Food Service License must be obtained for any event to which the public is invited to attend and food will be available free of charge, in exchange for a donation, or through a set price sale.

Applications must be submitted at least 2 days prior to the event to the Montgomery County Department of Health and Human Services located at 255 Rockville Pike, 1st floor Floor, Rockville, MD, 20850-2368.

- Applications are available online at www.montgomerycountymd.gov
- For more information call 240-777-3986 Fax 240-777-3088.
- Current fees range from \$15 to \$70 depending on type of organization—non profit or for profit, and type of food- either pre packaged snacks and drinks or a variety of food.
- A Montgomery County food inspector may visit the site to ensure food service rules are being followed.
- Display of the food license on-site is required.